



## 2024 NVSL Division Relay Carnival Procedures

This document provides a basic guide for running Division Relay Carnivals. All the teams in the Division must have already loaded their swimmers into Team Manager. This is a division wide meet and the Division Coordinator is the Meet Manager and is assisted by the team representatives and the division data coordinator. A directory (suggested name “Meets” as a subdirectory to C:\Hy-Sport) should have already been set up. The procedures are written in a chronological order and cover all activities for both home and visiting teams using both *Team Manager* and *Meet Manager* software.

**1. Introduction.** You should using *Team Manager* and *Meet Manager*, version 8. The league continues to use a generic meet events file for *Team Manager* and a generic meet database file for *Meet Manager* which both require some customization.

As a point of emphasis, it is recommended that timers verify that the time on their stopwatch is properly written on the time cards as a second check of the time recorder.

**2. Import meet events, select swimmers and export entries.** The first set of tasks will import the meet and its events into *Team Manager*, select swimmers for each event, export the entries, export team rosters and export team records. These tasks are performed by each team using *Team Manager*.

a. Download and Import Meet Events

- i. Create a directory into which you will place all of the files for this meet. The suggested naming format: yyyy-mm-dd Division [xx] Relay Carnival@[host initials]) within **C:\Hy-Sport\Meets\**[current year] directory (e.g. C:\Hy-Sport\Meets\2024\2024-06-26 Division [xx] Relay Carnival@SS).
- ii. Download the Meet Events file (Meet Events-YYYY NVSL Division xx Relay Carnival-ddmmmyyyy-00x.zip) from the **Hy-Tek > 2024 > 2024-06-26 Relay Carnival** folder on the Documents tab of the NVSL website. Place the file in the directory you created for the meet documents.
- iii. Import the events file for the meet into *Team Manager* via **File | Import | Meet Events**. This will create a meet in *Team Manager* so that you can enter swimmers.

- iv. Select **Meets** from the main menu, which will bring up the Meet Browser. Highlight the Division Relay Carnival meet and select **Edit**. Edit the *Meet Name* substituting your division number (e.g. 02) and host pool initials (e.g. SS) in the meet name. If desired edit the name of the host pool and location information. Make the meet type “A” for A-Meet. Verify the *Age-Up Date*, *Start Date* and *End Date* for the meet are correct. Select OK to save. Verify under **Eligibility Rules** that the “Age-up Date:” is June 1<sup>st</sup> of the current year.
- b. Identify Swimmer Availability
    - i. You are ready to select swimmers for each Division Relay Carnival event. Each team should review NVSL Rule 21, “Rules for Relay Carnivals,” in the *NVSL Handbook* before selecting swimmers. See especially paragraphs 21.a.(2) and (3) for rules governing unofficial relays.
    - ii. From the Meet Browser window, select **Entries | Swimmer Entry Status**. Set the value in the **Team** combo box to your team and then click **Enter All**. If desired, you may “Un-enter” swimmers who cannot make the meet by removing the check in the “Attending” box. Swimmers who are not pre-entered will not display when selecting swimmers if the **Only Pre-Entered Athletes** checkbox is selected on the **Entries | Entry by Event** screen. Close the Pre-Enter Athletes window to return to the Meet Browser window.
  - c. Enter Relay Swimmers
    - i. Below is a short summary of important rules and notes regarding Relay Carnival.
      - Each team is permitted one entry (relay) per event and the entry may be an official relay team or an unofficial (exhibition) team. Swimmers on official relay teams shall swim in their own age groups as determined by their ages on June 1<sup>st</sup> of the current year.
      - A swimmer may swim in the mixed age relay and in two age group relays.
      - Relay swimmers are not required to swim in the order in which they are listed on the meet sheet or time cards.
      - NOTE: Events 1 and 2 are mixed age freestyle relays and the swimmers must swim in the following order: 1st swimmer – 11-12; 2nd swimmer – 10&Under; 3rd swimmer – 13-14; 4th swimmer – 15-18.
      - NOTE: Events 3 thru 12 are Age Group Medley Relays and the strokes are swum in the following order: 1st swimmer – Back; 2nd swimmer – Breast; 3rd swimmer – Fly; 4th swimmer – Free.
      - NOTE: For Events 3 and 4, Events 9 thru 14 and Events 19 thru 22 the system will select the best relay if you click “Find Best Relay” button. (8&Under 100M Medley and Free Relays as well as 13-14 and 15-18 200M Medley and Free Relays)
      - NOTE: When entering an Unofficial Relay check the exhibition (Ex) box.
    - ii. Navigate to **Entries | Entry by Event**. Set the **Swim for Team** combo box value to

your team and also set the **Team** combo box value to your team. If you'd like to filter out your unavailable swimmers (as declared on the **Pre-Enter Athletes in Meet** screen) then set the **Only Pre-Entered Athletes** checkbox.

- iii. The easiest way to fill the 8&U 100M Medley and Free Relays, the 13-14 200M Medley and Free Relays and the 15-18 200M Medley and Free Relays with swimmers is to simply click the **Find Best Relay** button. This will not only identify your fastest relay - as computed by Hy-Tek - but it will also add the swimmers to the relay in the best stroke order and calculate their custom time. **Find Best Relay** button will **not** work for the remaining relays since swimmers are not swimming 25 meter distance individual events used for legs of the 100 meter relays.
  - One way to take advantage of the **Find Best Relay** functionality is to create a set of 200 meter relay events in TM as part of a separate meet and use those to find your best relay team using the 50 meter individual times for the 9-12 year old swimmers. This will not of course take into account the lack of a turn for swimmers, but ought to give you a reasonable estimate.
- iv. You can also examine your ladders and determine your relay swimmers on your own.
- v. For each event, click the **New Relay** button to open an empty relay for this event. Having decided on your relay swimmers, you must now add them to the relay. You can drag swimmers from the eligible swimmer list and drop them onto the relay, or double-click a swimmer and they will be placed in the next available leg in the relay. Make sure that all relay teams are marked as "A" relays. Be sure to enter swimmers in the proper stroke order for medley relays as follows: back, breast, fly and free. Once the relay team is set, you may select Calculate Custom to have *Meet Manager* compute a custom time based on the swimmer's times in the individual events provided they have times in the appropriate events. If any of the swimmers are not swimming in the proper age group relay, the relay should be marked as Exhibition by checking the "Ex" box.
- vi. **Enter 1 in the Heat (Ht) column and the appropriate Lane (LN) number in the LN column. For Event 1 the Lane (LN) number is determined at the Pre-Relay Carnival Team Representatives meeting. The Lane number is increased by 1 for each event and starts over at 1 after assigning Lane 6.** The NVSL website under the Documents tab and in the Hy-Tek > Procedures > Relay Carnival folder includes a spreadsheet that can be used to determine the lane for each team for each event.
- vii. Repeat this process for the other relay events.

From the Main Menu:

- Meets
- Entries
- Entry by Event

The screenshot shows the 'TEAM MANAGER' software interface. At the top, it displays '14-Jul-10 Division 09 Relay Carnival'. Below this is a table with columns: Sess, Div, Event, Gen, Distance, Stroke, Age, LR, Slower Than (Yds), Faster Than (Yds), Slower Than (LCLM), Faster Than (LCLM), Slower Than (SCM), and Faster Than (SCM). The main area contains a table of swimmers for the 'Event: [1] 19&U Female 200 Free Relay'. The columns are: Last Name, First Name, MI, Entrd, 4Bst, Team, Best Time, Bonus, IE, and RE. A swimmer named 'Hohman, Natalie' is highlighted in blue, and a red circle is drawn around the 'RE' column for this swimmer, which contains the value '1'. To the right of the swimmer table are several control panels, including 'New Relay', 'Clear Swimmers', 'Find Best Relay', and 'Best Relay Report'.

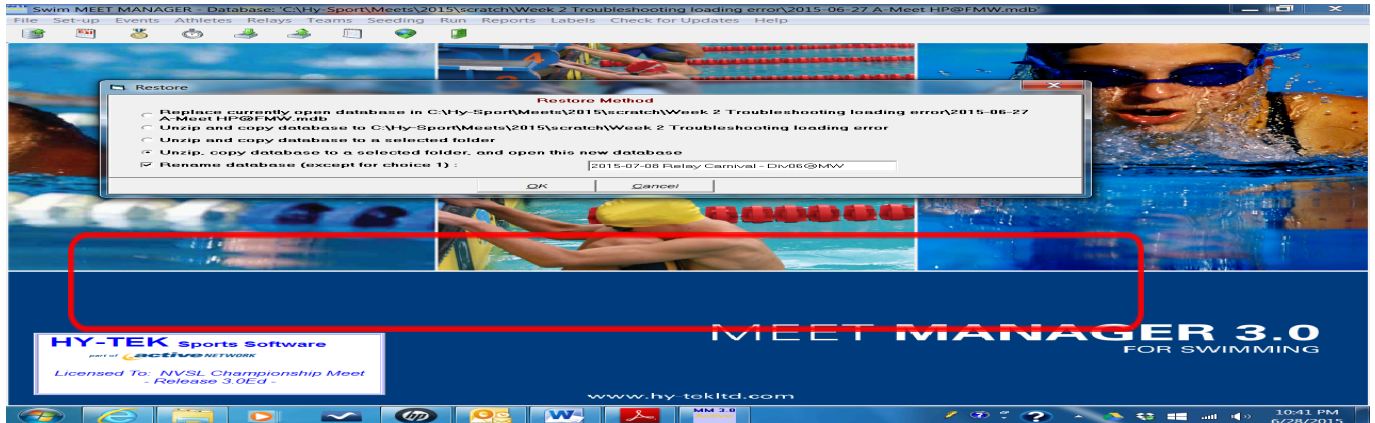
**Heat (Ht) – always 1.**  
**Lane (LN) – Lane number for Event 1 is provided at pre-meet meeting. Value increments for subsequent events up to 6 and then starts over.**  
**Exhibition (Ex) – checked if entering an unofficial relay.**

- d. Confirm Entries
  - i. Check for entry errors using the meet entry reports. Typical entry errors include:
    - Incorrect event selections and in the incorrect age group
    - Incorrect lane numbers
    - A single swimmer entered into three or more age group relays
    - Exhibition entries not properly identified.
  - ii. When you're done reviewing the entries, go back to the **Meets | Entries** screen and make any needed changes. If desired, print the reports again to be sure that you got it right.
- e. Export Entries, Roster and Records

- i. Export your Meet Entries via **File | Export | Meet Entries** to the directory you created earlier. Be sure to export relays.
- ii. Export your Roster via **File | Export | Athletes/Teams** to the directory you created earlier. Be sure your team is selected under *Team*.
- iii. Export your Team Records via **Records | Export Records**. Select the Relay Carnival set of records from the “Available Records” drop down list, and select OK.
- iv. Depending on how your division decided to do the entry merge and seeding you will either bring the files to the meet via flash drive or on a CD; or you will be asked to email the files to the Division Data Coordinator or other designated individual. Some email programs alter or block certain file types so you may have to change the file extension before emailing. It is also a good idea to bring the team master computer to the meet in case errors are discovered or the electronic media is unreadable.

**3. Download and restore meet database (Division Data Coordinator only).** The following set of tasks will download and restore the Division Relay Carnival meet template backup file in *Meet Manager* on the computer to be used for merging entries and seeding the meet. Merging of entries and seeding may be done by the Division Data Coordinator at a home computer prior to the meet or it may be done by the designated computer operator at the meet itself. These tasks may be performed Tuesday night or Wednesday afternoon prior to the meet.

- a. At the Division planning meeting for the Relay Carnival, one or more teams will be designated to provide a computer and an operator for the meet. Further the Division Data Coordinator will determine whether team entries will be merged and seeded prior to the meet, normally Tuesday night or Wednesday afternoon, or at the meet itself. Normally one computer is used to run the meet and the results are checked against the time cards to ensure proper data entry. Another person is typically required to read/verify times and run errands (get time cards, post results, pass ribbon labels to the table, etc.).
- b. Download and restore meet database
  - i. If you haven’t already done so, create a folder into which you will place all of the files for this meet within C:\Hy-Sport\Meets\yyyy\ directory. The suggested naming format is **yyyy-mm-dd Division [xx] RelayCarnival@[host initials]**, e.g.:  
C:\Hy-Sport\Meets\2024\2024-06-26 Division 13 Relay Carnival@SR.
  - ii. Download the meet database backup file (Swmm8Bkupyyyy-mm-dd NVSL Division xx Relay Carnival@[host initials]-0x.zip) from the **Hy-Tek > [Current Year] > Relay Carnival** directory on the Documents tab of the NVSL website ([www.mynvsl.com](http://www.mynvsl.com)). Place the file in the directory you created for the meet documents.
  - iii. Restore the meet database from the backup file via **File | Restore**
    - On the Restore Method window, select – “Unzip, copy database to a selected folder, and open this new database”. On the same window, check the box on the next line down that says “Rename database (except for choice 1)” and enter the name of the meet database in the small text window, using the format Year-Month-Day Division [xx] Relay Carnival @[host team initial], e.g. **2024-06-26 NVSL Division 13 Relay Carnival@SR**, then select OK



- Navigate to the directory the meet backup file is located using the same folder as in step 3.b.i above and select Open.
  - Navigate to the directory set up for the meet to store the meet database, select OK
  - A confirmation window will tell you the name of the meet database and the directory where it will be saved. Confirm this information is correct and select OK
  - A final confirmation window will tell you the restore is complete, select OK.
- iv. Perform basic setup verification for the meet via **Set-up | Meet Set-up**
- Edit the *Meet Name* by filling in the correct division number and meet host initials, e.g. 2024 NVSL Relay Carnival-Div06@SHR and edit the *Facility Name* typing in the name of the host team, e.g. Sleepy Hollow Rec. If desired edit the other meet information such city, state and zip code.
  - Verify the *Start Date*, *End Date* and *Age-Up Date* for the meet are correct. The *Age-Up Date* should be June 1<sup>st</sup> of the current year.
  - Verify that the correct course is set for the meet (*SC Meters*).
- v. The Relay Carnival Meet should contain 22 standard scored relay events. These are mandatory and **MUST NOT BE ALTERED**. They feature the two mixed age relays, ten medley relays in five age groups ranging from 8&Under through 15-18 and ten freestyle relays in those same age groups. Other Relay Carnival differences include the 13-14 age groups swimming 200M relays and the girls swim first (odd numbered events).

**4. Merge entries, seed the meet and print out meet sheets and time cards (Division Data Coordinator only).** The next set of tasks will import the entries and rosters (and records files if available) from all teams into *Meet Manager*, print time cards and print meet sheets for the table workers and officials. Divisions may choose to have the teams email their entries, rosters and records to the Division Data Coordinator or other designated individual to merge the entries and seed the meet or they may choose to do it at the meet itself. These tasks may be performed Tuesday night or Wednesday afternoon prior to the meet.

- a. Copy the entries, rosters and team records files from all teams into the directory set up for the meet.

- b. Open *Meet Manager* and ensure that the correct meet is loaded. If the correct meet is not loaded then open the meet via **File | Open/New** and navigate to the directory set up in Step 3.b.i above and select Open. If the meet database is not available on the computer, refer to Step 3 above.
- c. Import rosters, team records, and entries for all teams
  - i. Import the rosters for all teams into *Meet Manager* via **File | Import | Rosters Only**. It does not matter whether you give them competitor numbers. It does not matter if you use LSC as part of team match.

- As each roster file is imported, navigate to **Teams**, double-click on the team just added, and modify names as appropriate. Examples:

**Team Abbr:**            *S*  
**Full Team Name:**    *Springfield Tigersharks*  
**Short Team Name:**   *Springfield*

- Do not leave names like *Tigersharks* as **Short Team Names** (Use Team Name from NVSL Handbook). Most spectators do not know teams other than their own by their nicknames. And in some Divisions there is the potential for name collisions, which can make your meet programs confusing.
- ii. Import team records for all teams via **File | Import | Records**. Select “Import” on the Records browser top menu, then navigate to the meet folder and import the records files (ending in .REC), and select Open, then click OK on the next window. You will see your records appear in the lower window. Highlight the records just imported and click on the folder icon just above this list in the lower window to edit the record tag.
- Change the tag name to something meaningful (like ‘CSC Meter’)
  - Chose a flag for the record (typically the first letter of the team name)
  - Set the “Record Only For” to the correct team. The two check boxes at the bottom should not be checked. Select OK.
  - Note that if for any reason files are emailed, some email systems treat record files (.REC) as text files, and will modify them by inserting carriage return and line feed characters. This will make the file unusable. As a workaround, tell the sending team to use a different email program from which to send the file, ZIP the .REC file before sending, or change the file extension to “.CER”, “.ABC” or something similar.
- iii. Import the meet entries for all teams into *Meet Manager* via **File | Import | Entries**.
- On the Import Entries dialog box, ensure the “Match on event numbers” and “Include Entries with No Time” are checked.
  - As each Entries file is imported, check the Heat and Lane number to make sure they are correct for each event by creating an Entry Lists report. Navigate to **Reports | Entry Lists** and verify “Report Type” is **By Team** and then select **Relays Only** on the “Options” column. On the “Include in Report” tab check the **Include heat and lane** box. Or you can open the Relays window to verify each team is in a unique lane for each event.
- d. Age-up Athletes. In order to ensure the athletes ages are properly computed based on the meet age-up date have *Meet Manager* re-compute the ages of the athletes. This step has to be performed after the entries and rosters are imported to be effective. From the Main



Menu select **Set-up** then select **Meet Set-up**. At the bottom of the Meet Set-up window select “Age-Up Athletes”.

- e. Check for meet entry irregularities. Check for a swimmer entered in more than 2 Age Group relays (Events 3-22) and the Mixed Age relay (Events 1 & 2). From the Main Menu, select **Reports** and then **Entry Lists**. In the *Options* column selected **Athletes Only** and in the *Format* column select **Event Number Only**. For *Include in Report*, de-select **Include heat and lane**. Select **Create Report**. Swimmer can have only 2 or less entries for events 3 thru 22. For swimmers with 3 relay entries, verify that one of the three relays is either Event 1 or Event 2 (mixed age relays). Resolve any discrepancies.
- f. Manually seed the meet. After importing all the entry files select **Run** from the Main Menu. Highlight one event at a time by clicking on the far left column of the event row. For each event verify there is only 1 heat and that the lane selections are proper. If any corrections have to be made select **Adjust: F8** and make the necessary changes. You will be prompted to save any changes before closing the window. Next click “Un-seeded” in the status column. The status should change to “Seeded”. Do this for all 22 events. All 22 events should now be seeded.
- g. Print a DRAFT meet program. Go to **Reports | Memorized Reports | 2 column meet sheet for distribution**. Check it over with care for things like...
  - All 22 events present and in the correct order
  - Lane assignments are correct
  - Relay Carnival records and All Star cut times present
  - Team records present if provided by the teams.
- h. Freeze seeding. Once you're happy, it is almost ready for the meet. The seeding for the meet is now frozen. On the Seeding window, check the box in the “Manual” column for each event. This will prevent accidental re-seeding.
- i. Backup up the meet database. From the Main Menu select **File | Backup** and navigate to the directory set up for the meet and select OK. If the merging of the entries is not taking place at the meet, the Division Data Coordinator or designated person should place a copy of the meet database backup file on a thumb drive or CD to take to the meet. The backup file can also be sent by email to the host team if the seeding is done sufficiently prior to the start of the meet.
- j. Print time cards. Go to **Labels | Entry Cards/Labels**. Pick “All Teams”, Format of “Heat/Lane Number”, and Sort By “Team”. Time cards are provided to the Team Representatives. Teams can make substitutions by crossing out a name on the time cards and writing the new swimmer’s name on the back of the time card.

- k. Print a meet program for reproduction. Go to **Reports | Memorized Reports | 2 column meet sheet for distribution**. Select Run Report and then Include in Meet Program tab. To make the meet program more manageable you may want to change the Relay Athlete Names to 0 (zero). If desired, you may want to make a sufficient number of copies of this format to sell at the meet or to provide to officials. You can also export the meet program as a \*.pdf file and email it to each team if the seeding is done sufficiently prior to the start of the meet.
- l. If desired, set-up **Meet Mobile** to publish pre-meet information. See **Appendix C** for more information.

**5. Run the Division Relay Carnival meet.** This next set of tasks involves entering times and scoring the meet using *Meet Manager*. Prerequisites: meet entries have been imported, the meet has been seeded and the time cards have been provided to each team.

- a. As the time cards for the events begin to arrive, go to the **Run** screen to record the times into the computer. The computer folks should also look for changes made to swimmer's names on the time cards and exhibition entries. Keep a list of the changes marked on the time cards by annotating a copy of a single column meet sheet. As the changes are entered into Hy-Tek *Meet Manager*, the following actions are important:
  - i. If a relay team is scratched, then scratch the relay in the **Run the Meet** screen using the "**Adjust: F8**" function or double clicking on the Relay Name in the Heat screen. If the relay team does not swim for some reason then enter "NS" in the Finals Time box.
  - ii. If a swimmer is replacing another swimmer, use Hy-Tek to put the new swimmer into the leg that was occupied by the vacating swimmer. From the **Run the Meet** screen modify a relay swimmer name by clicking **Rel Names: Ctrl-R** which will display the relay editor window. Highlight the team whose relay requires changes. Double-click swimmers who are in the relay to remove them from the relay. Drag swimmers from the Eligible Athletes list into a relay to add them. Switch the relay legs of two swimmers that are already in the relay by dragging one of them on the top of the other.
  - iii. If a replacement results in an unofficial relay team, "**Exh**" needs to be checked for the relay in the **Run** window to designate the specific team/event as an exhibition relay.
- b. Enter times, NS's and DQs. After entering and verifying all results for the event, score the event. Be sure to score or re-score events if you make changes to either swimmers or times.
- c. Print out a copy of the results after each event to verify against the time cards. After scoring each event a results report for that event is displayed; print the report. Provide a copy of the report to the Verifiers for review against the time cards. Resolve any

discrepancies.

- i. If the cumulative Combined Team Scores do not show on the results report, select **Preferences | Results for List and Score** and check the Team Scores box.
  - d. Once the results have been verified, post results and give a copy to the announcer. If you want to post the results to **Meet Mobile**, select **Ctrl-M** on the keyboard. See **Appendix C** for additional information.
  - e. Print labels for ribbons (**Labels | Awards**) after results have been verified for 5 events.
  - f. You will want to keep a close eye on league Relay Carnival records during the meet. On the **Run** screen, these will show up as the record entry itself highlighted in color in the upper right portion of the screen. Records require fast action to ensure that the time card is signed by the three timers in that lane, the Chief Timer, and the Referee.
- 6. After the meet is complete.** The final set of tasks involves backing up the meet database and distributing results.
- a. Rescore the meet.
  - b. Print a final results report (**Reports | Memorized Reports | Final Results Report**) which will be the official results for the meet. Have the referee review the report and sign the cover sheet. Then give these signed official results to the Division Coordinator.
  - c. If desired, publish the final meet results and team scores to **Meet Mobile** by selecting **Ctrl-M** on the keyboard for results and **Ctrl-O** for scores.
  - d. Print a second copy of the final results report (**Reports | Memorized Reports | Final Results Report**) for the Division Coordinator to take to the All-Star Relay Carnival seeding meeting.
  - e. Make a meet results file (**File | Export | Results for Team Manager or SWIMS or NCAA Database**) and make sure all the teams get a copy. You can do this via flash drive at the meet or email following the meet.
  - f. Make a meet backup (**File | Backup**) and copy to a flash drive to be provided to the Division Coordinator to give to the Technology Committee at the All Star Relay seeding meeting.
  - g. That evening after the meet, email a copy of the meet backup to the Technology Committee ([NVSLTechnology@gmail.com](mailto:NVSLTechnology@gmail.com)). They require the backup quickly so they can seed the All-Star Relay Carnival meet and get the “made-it” lists for Division Coordinators to review at the seeding meeting on Thursday and then distribute to the teams. **Note: Do not upload the results file to the NVSL website.** The Technology Committee will upload the results files once the All-Star Relay Carnival seeding is completed and teams have had an opportunity to notify their swimmers. The Division is

responsible for posting the meet scores on the NVSL website after the completion of the meet.

## APPENDIX A Creating meet entries reports

After you've entered your lineup into Team Manager, from the main screen navigate to **Reports | Meet Reports | Meet Entries**.

Choose the Divisional Relay Carnival meet in the **Meet** dropdown list, set **Sort by** to *Meet Event Number*, set **Event Filters** to *Relay*, and click **Create Report**.

The screenshot shows the 'Meet Entries...' window with the following settings:

- Meet:** 29-Jul-06 CSL Red Divisional Meet
- Filters:** Team: FF, Group: (empty), Subgroup: (empty), WM Group: (empty), WM Subgroup: (empty), School Year: (empty). Gen: All (selected), Male, Female.
- Other Options:** Show Times Unconverted, Include Proof of Time, Include Team Address, Indicate Converted Times, Do Not Show Entry Times (all unchecked).
- Stroke / Distance Filters:** Stroke: (empty), Distance: (empty).
- Event Filters:** Individual (selected), Individual and Relays.
- Standards / Points:** None (selected), LEN Points, Hy-Tek Age Group, GB Points, Hy-Tek Single Year, GB BAG Points, Hy-Tek Open, NISCA Points, FINA Points.
- Sort by:** Meet Event Number (selected), Meet Event Number (1 per page), Meet Event Heat/Lane, Meet Event Heat/Lane (1 per page), Name, Name (1 Swimmer per Page), Age, Stroke and Distance.
- Buttons:** Create Report, Cancel.

You should then see an **Entry Report** preview screen similar to the one below.

The screenshot shows the 'Entry Report' preview screen with the following content:

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**Franklin Farm Froglers**

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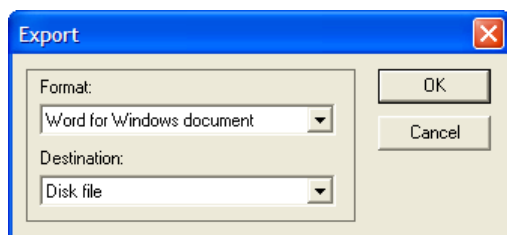
**Individual Meet Entries Report**

CSL Red Divisional Meet 29-Jul-06 [Ageup: 6/15/2006] SC Meters

Event	Swimmer	Time	Points
# 1 Boys 8 & Under 25 Free	Merten, Eric (8)	19.53S	
	Cardelli, Dylan (8)	20.77S	
# 2 Girls 8 & Under 25 Free	DeBellas, Brenna (8)	19.21S	
	Wilson, Ellen (8)	19.50S	
	Green, Rachel (8)	20.77S	
# 3 Boys 9-10 50 Free			
# 12 Girls 8 & Under 25 Back	Wilson, Ellen (8)		23.58S
	Peake, Jessica (8)		24.74S
	DeBellas, Brenna (8)		25.37S
# 13 Boys 9-10 50 Back	Shebat, John (9)		35.46S
	Ransom, Eric (10)		43.24S
	Evans, Tommy (9)		44.55S

When satisfied the report is correct, print a copy for team use at the meet. Recommend saving an electronic copy as follows:

Click the **Export Report** icon, and you'll see the following **Export** dialog:



Set **Format** to *Word for Windows document* or *Adobe Acrobat (PDF)*, set **Destination** to *Disk file*, and then click **OK**. This will give you the standard common dialog so you can save the file to the meet directory. Note that you do NOT have to have MSWord or Adobe Acrobat installed on your computer – Hy-Tek knows how to write Word and Acrobat files.

Save it to a name like *[team initials]-EntriesByEvent.doc* or *[team initials]-EntriesByEvent.pdf*, in the Relay Carnival meet directory.

Now repeat the entire process, but this time set **Sort By** to *Name* on the **Meet Entries** dialog, and save the file to a name like *[team initials]-EntriesByName.doc* or *[team initials]-EntriesByName.pdf*.

**APPENDIX B**  
**Meet Preparation Checklist**

*Sunday Night*

1. Make lane assignment table (based on planning meeting)

*Tuesday Night or Wednesday Afternoon*

2. Receive and import various files from the Division teams

Team Name / Initials	Entries (Rcvd/Imported)	Roster (Rcvd/Imported)	Records (Rcvd/Imported)
Team A			
Team B			
Team C			
Team D			
Team E			
Team F			

3. Check team names and heat/lane assignments. Backup meet database.
4. Age-up Athletes. (Set-up | Meet Set-up > Age-up Athletes)
5. Manually seed each event. Check for swimmers entered in no more than 3 relays (2 Age Group plus 1 Mixed Age).
6. Print draft meet sheet and entry lists – review for correctness. Check / edit lane assignments and report format for NVSL/Team records and All-Star cut times.
7. Freeze seeding (check “manual” box for each event). Backup meet database.
8. Email pdf of draft meet sheet to Division Coordinator, Team Reps and Team Data Coordinators for review and approval to print time cards. Make changes if required.

*Tuesday Night or Wednesday Afternoon*

9. Receive changes from teams and make last minute corrections to database.
10. Backup meet database. Copy all team files and database backup file to two memory sticks and main computer hard drive.
11. Email meet database backup file to host team to load onto main meet laptop.

*Wednesday Afternoon, Prior to Meet*

12. Print time cards **by team**. Print first draft on plain paper and check, if correct, print on card stock and group by team
13. Print final meet program for distribution and officials. Save as pdf on memory stick.

